HOW-TO RESERVE EQUIPMENT ONLINE

All reservations must be made 1 business day before needed.

Use your York College username and password to login to our new equipment checkout website https://app.cheqroom.com/

THE PROCESS IS STRAIGHTFORWARD, BUT NOTE:

- To reserve equipment for use after 6pm when the Equipment Room is closed, change the “end date” to the following day and chose 8:30am. Please contact ed-tech staff for information about overnight storage.
- To create a recurring reservation: First click on Reserve to confirm your new reservation, then, on the Reservation Page, click on “Action” and Select repeat reservation from the drop-down menu. Then select your reservation frequency and end date i.e. end of the semester. Make sure to click Repeat.

OUR HOMEMADE TUTORIAL:

1. Log in using your York College username and password

![Log in to CHEQROOM](image)

2. Click on Reservations

![Reservations](image)
3. Then on New reservation

4. Select a date, a delivery option and click on Add item(s)

   Note: To reserve equipment for use after 6pm when the Equipment room is closed, change the “end date” to the following day and chose 8:30am. Please contact ed-tech staff for information about overnight storage.

5. Search for or select item(s)

6. Click on the item(s) needed to add it to the reservation. Add x item if needed or remove a selected item by clicking on the checkmark next to it.

7. Verify all of the information on the page is correct, and then click on Reserve at the top right-hand corner of the page.

8. To create a recurring reservation: First click on Reserve to confirm your new reservation, then, on the Reservation Page, click Action and Select repeat reservation from the drop-down menu. Then select your reservation frequency and end date i.e. end of the semester. Make sure to click Repeat.